



Date: Tuesday, 28 April 2020
Time: 3pm
Location: Wedderburn Council Office

MINUTES

Ordinary Council Meeting

28 April 2020

THIS MEETING WAS LIVESTREAMED TO THE LODDON SHIRE COUNCIL
FACEBOOK SITE

**MINUTES OF LODDON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WEDDERBURN COUNCIL OFFICE
ON TUESDAY, 28 APRIL 2020 AT 3PM**

PRESENT: Cr Cheryl McKinnon (Mayor), Cr Neil Beattie, Cr Colleen Condliffe, Cr Geoff Curnow, Cr Gavan Holt

IN ATTENDANCE: Wendy Gladman by videoconference (Director Community Wellbeing), Lynne Habner (Manager Executive and Commercial Services), Phil Pinyon (Chief Executive Officer), Steven Phillips by videoconference (Director Operations)

1 OPENING PRAYER

“Almighty God, we humbly ask you to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

2 ACKNOWLEDGEMENT OF COUNTRY

“The Loddon Shire Council acknowledges the Traditional Custodians of the land on which we are gathered and pays its respects to their Elders both past and present.”

3 APOLOGIES

Nil

4 DECLARATIONS OF CONFLICT OF INTEREST

Nil

Prior to the Report from the Assembly of Councillors held 27 April 2020 being put to the vote, the Chief Executive Officer read out all of the recommendations from that Assembly for the benefit of members of the public who were observing the livestreamed meeting proceedings via Facebook.

4A REPORT FROM THE ASSEMBLY OF COUNCILLORS HELD 27 APRIL 2020**RESOLUTION 2020/34**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That the Minutes of the Assembly of Councillors Meeting conducted by videoconference on 27 April 2020 be confirmed and that the following recommendations numbered 5.1 to 13.4 contained therein be adopted, noting that items 13.1 to 13.4 were endorsed by Councillors as being dealt with in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989.

CARRIED

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 25 February 2020
2. The minutes of the Ordinary Council Meeting of 25 February 2020
3. The minutes of the Council Forum of 10 March 2020
4. The minutes of the Council Forum of 14 and 16 April 2020

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

RESOLUTION 2020/35

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council confirm:

1. The minutes of the Council Briefing of 25 February 2020
2. The minutes of the Ordinary Council Meeting of 25 February 2020
3. The minutes of the Council Forum of 10 March 2020
4. The minutes of the Council Forum of 14 and 16 April 2020

CARRIED

6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Lynne Habner, Manager Executive and Commercial Services

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

RESOLUTION 2020/36

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council receive and note the action sheet.

CARRIED

7 MAYORAL REPORT**7.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

Cr McKinnon**North Central Goldfields Regional Library**

Section 86 Committees: East Loddon Community Centre Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management

Nature Tourism Advisory Team**Other Council activities**

DATE	Activity
26/2/20	Attended Dingee Community Planning meeting with Allan Stobaus
28/2/20	Loddon Campaspe Councils Mayors and CEO meeting in Daylesford
2/3/20	NCLLEN Board meeting
4/3/20	MRGC dinner in Wedderburn
5/3/20	MRGC meeting in Wedderburn
5/3/20	NCRGL (GLC) Board meeting in Bendigo
10/3/20	Council Forum in Wedderburn

10/3/20	Pyramid Hill Hall Committee meeting
24/3/20	Citizenship ceremony Serpentine
24/3/20	Council meeting – conducted under new social distancing guidelines due to COVID-19 at Serpentine
27/3/20	GLC meeting – teleconference from home
2/4/20	MAV virtual Mayors Forum attended via Zoom with 78 attendees. Main discussion was around virtual Council meetings and the LG elections impacted by COVID-19 restrictions.
9/4/20	Loddon Campaspe Mayors Forum attended via Zoom
9/4/20	GLC MS Teams meeting
14/4/20	Attempted to run an MX meeting to establish capability of running a Council Forum. Most Councillors experienced connection issues.
16/4/20	MX meetings Council Forum – I attended in the Wedderburn office. Connectivity issues impacted throughout the Forum.
20/4/20	ABC Radio interview regarding the impact of COVID-19 in Loddon Shire.
24/4/20	Loddon Campaspe Council meeting – Zoom
27/4/20	Assembly of Council meeting on MX meetings – I attended in Wedderburn
28/4/20	Council Meeting in Wedderburn
28/4/20	NCLLEN AGM and Ordinary meeting 5pm by Zoom

RESOLUTION 2020/37

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the Mayoral Report

CARRIED

8 COUNCILLORS' REPORT**8.1 COUNCILLORS' REPORTS****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Beattie

Murray Darling Association	
Rail Freight Alliance	
GMW Connections Project:	
Section 86 Committees: Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Park Committee of Management, Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
Other Council activities	
DATE	Activity
1/4/20	Meeting with Boort Croquet Club
14/4/20	Attended remote Council Forum
15/4/20	Attended meeting at Boort Park with DELWP addressing Corella problem
16/4/20	Attended remote Council Forum

17/4/20	Spent two hours with Director Operations Steve Phillips discussing and viewing Boort township problems
---------	--

Cr Condliffe

Calder Highway Improvement Committee	
Section 86 Committees: Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management	
10/3/20: Campbells Forest Hall meeting	
Australia Day Committee	
Central Victorian Greenhouse Alliance	
Central Victoria Rural Women's Network	
Healthy Minds Network	
Loddon Youth Committee	
Other Council activities	
DATE	Activity
25/2/20	Inglewood and Districts Community Bendigo Bank at Inglewood fire station
27/2/20	Inglewood Tourism and Development Community meeting
28/2/20	Women on Farms Gathering meeting Inglewood
3/3/20	NCLLEN meeting, Charlton
5/3/20	Kooyoora Womens Network celebrate International Womens Day

10/3/20	Council Forum Wedderburn
10/3/20	Inglewood resource centre meeting
11/3/20	Barefoot Bowls breakup for the bowls season in Bridgewater
14/3/20	Lions Dinner on the river at Condliffe property
16/3/20	Dingee Bush Nursing Centre Board meeting
16/3/20	Visited the Bridgewater Primary School talk to the children about local government
16/4/20	Council Forum Serpentine office
21/3/20	Community kitchen take away meals in Inglewood Community kitchen
27/4/20	Council meeting Serpentine online
28/4/20	Council meeting Wedderburn

Cr Curnow

Loddon Mallee Waste Resource Recovery Group	
Section 86 Committees: Kingower Development and Tourism Committee	
Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee	
Other Council activities	
DATE	Activity
26/2/20	Southern Loddon Tourism meeting at Tarnagulla
2/3/20	Community Planning meeting at Kingower with Allan Stobaus
10/3/20	Council Forum at Wedderburn
13/3/20	MAV Emergency Management Advisory Committee meeting in Melbourne
9/3/20	Tarnagulla Community Centre Committee meeting

20/3/20	LMWRRG Board meeting – from home via Zoom
14/4/20	Council Forum held via internet
17/4/20	LNWRRG Board meeting – from home online
20/4/20	Tarnagulla Community Centre Committee meeting from home via Zoom

Cr Holt

Municipal Association of Victoria	
Section 86 Committees: Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management	
Audit Committee	
Other Council activities	
DATE	Activity
	Cr Holt provided a nil report.

RESOLUTION 2020/38

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council receive and note the Councillors' reports

CARRIED

9 DECISION REPORTS**9.1 PLANNING PERMIT APPLICATION 5435 - USE AND DEVELOPMENT OF THE LAND FOR A DWELLING; AND DEVELOPMENT OF OUTBUILDINGS (GARAGE/WORKSHOP AND FARM SHED)**

File Number:	5435
Author:	Grant Trenwith, Senior Statutory Planning Officer
Authoriser:	Glenn Harvey, Manager Development and Compliance
Attachments:	1. Decision report 5435
	2. Plans
	3. Business Plan
	4. Objection
	5. Objection
	6. Objection
	7. Objection

RECOMMENDATION

That Council issue a Notice of Decision to approve a planning permit for the use and development of Shelbourne Road, Shelbourne, being Lot 2 TP80795R, for a dwelling and outbuildings (garage/workshop and farm shed) subject to the conditions set out in the attached decision report.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in writing this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

There have been no previous Council discussions on this matter.

BACKGROUND

Applicant: Pete Collings Architect

Subject Land: Shelbourne Road, Shelbourne being Lot 2 TP080795R

The application is for the use and development of the land for a dwelling; and development of outbuildings (garage/workshop and farm shed).

The subject site is located within the Farming Zone with frontage to Shelbourne Road. A Bushfire Management Overlay applies to the southern section of the site and a Land Subject to Inundation Overlay applies to a small section of the site in the north-east corner.

The Planning Officer is recommending that a Notice of Decision to approve a planning permit is issued subject to the conditions set out in the attached decision report.

Please refer to the attachment for the full decision report.

ISSUES/DISCUSSION

Under the Planning and Environment Act 1987 (the Act) the Minister for Planning delegates a municipal council power to become the planning authority for any planning scheme in force in its municipal district.

A municipal council is obligated to enforce and administer the relevant planning scheme and must use the scheme to determine applications.

For Council, the Loddon Planning Scheme is the relevant Planning Scheme which must be applied by Council when determining applications.

Council has delegated authority to its Planning officer to determine outcomes of applications, however it is Council's practice to make the final determination for applications which:

- receive one or more public objections; and/or
- are to be recommended for refusal by the Planning officer.

The Council has received four (4) public objections to this proposal.

COST/BENEFITS

There are various costs associated with having a delegated Planning Officer consider an application and make a recommendation as well as with the time of the Councillors to consider this recommendation.

The benefits associated with this cost are the ability for Council to fulfil its requirement under law and provide the community with a statutory service that delivers well managed and appropriate development.

RISK ANALYSIS

The risks of Council not fulfilling its statutory obligation under the Act include:

- inappropriate development which could endanger life and property
- Council's reputation as a responsible Authority
- breaches of the Planning & Environment Act 1987 requiring compliance action.

CONSULTATION AND ENGAGEMENT

Please refer to the decision report for further detail on the application.

RESOLUTION 2020/39

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That Council issue a Notice of Decision to approve a planning permit for the use and development of Shelbourne Road, Shelbourne, being Lot 2 TP80795R, for a dwelling and outbuildings (garage/workshop and farm shed) subject to the conditions set out in the attached decision report.

CARRIED

9.2 REVIEW OF DELEGATIONS, APPOINTMENTS AND AUTHORISATIONS**File Number:** FOL/19/126337**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:**

- Attachments:**
1. S6 Instrument of Delegation to members of Council staff
 2. Instrument of Appointment and Authorisation
 3. Revocation of Appointment and Authorisation

RECOMMENDATION

That Council

1. In the exercise of the powers conferred by section 98(1) of the Act and the other legislation referred to in the attached instrument of delegation, resolves that:
 - (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - (b) The instrument comes into force immediately the common seal of Council is affixed to the instrument.
 - (c) On the coming into force of the instrument all previous Council Delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
 - (d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. In the exercise of the powers conferred by section 224 of the Act and the other legislation referred to in the attached instrument of appointment and authorisation, resolves that:
 - (a) The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.
 - (b) The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke them.
 - (c) The instrument be sealed.
3. Revokes all existing Instruments of Appointment and Authorisation (Planning and Environment Act 1987), effective from the date that the CEO approves the new instrument as attached.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

The updates contained in this report have not been discussed by Council.

BACKGROUND

In order for Council officers to effectively and efficiently discharge their duties, specific delegations, authorisations and appointments are required under a variety of Acts.

Council is required to review its delegations within 12 months after a general election in accordance with section 98 (6) of the Local Government Act.

In addition to this statutory requirement, presentation of new or revised delegations has become a more frequent process for Council. Due to the ever-changing nature of legislation, Council has subscribed to a service by Maddocks legal firm that regularly reviews all applicable delegations, authorisations and appointments.

ISSUES/DISCUSSION

The attached amended delegations have been updated in accordance with most recent advice provided by Maddocks, and changes have also been made as a result of various staffing and position title changes.

The attached Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 and associated request for revocation is submitted for approval as a result of the recruitment of a Senior Statutory Planning Officer.

COST/BENEFITS

Adoption of the recommendation will not have any financial impacts.

RISK ANALYSIS

Adoption of the recommendation will ensure that council staff are able to act on behalf of Council under the various pieces of legislation. If current delegations and appointments and authorisations are not in place, actions of a council officer exercising those powers could be legally challenged.

CONSULTATION AND ENGAGEMENT

The supervisors of the relevant staff were consulted about the changes to be made.

RESOLUTION 2020/40

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council

1. In the exercise of the powers conferred by section 98(1) of the Act and the other legislation referred to in the attached instrument of delegation, resolves that:
 - (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - (b) The instrument comes into force immediately the common seal of Council is affixed to the instrument.
 - (c) On the coming into force of the instrument all previous Council Delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
 - (d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. In the exercise of the powers conferred by section 224 of the Act and the other legislation referred to in the attached instrument of appointment and authorisation, resolves that:
 - (a) The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.
 - (b) The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke them.
 - (c) The instrument be sealed.
3. Revokes all existing Instruments of Appointment and Authorisation (Planning and Environment Act 1987), effective from the date that the CEO approves the new instrument as attached.

CARRIED

9.3 FEBRUARY 2020 AUDIT COMMITTEE MEETING OVERVIEW**File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:**

1. Minutes of December 2019 Audit Committee meeting
2. Review of Risk Management
3. External Audit Strategy
4. Audit Committee Annual Report 2019
5. Audit Committee Charter version 8
6. Risk Management Report
7. Loddon Performance Reporting Framework Report July 2019 to December 2019

RECOMMENDATION

That Council:

1. receives and notes this report on the February 2020 Audit Committee Meeting
2. receives and notes the confirmed signed minutes of the December 2019 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the:
 - (a) "Review of Risk Management" (**attached**)
4. receives and notes the External Audit Strategy (**attached**)
5. receives and notes the Audit Committee Annual Report (**attached**)
6. approves the revised Audit Committee Charter (**attached**)
7. receives and notes the Risk Management Report (**attached**)
8. receives and notes the Loddon Performance Framework Report July 2019 to December 2019 (**attached**)

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the December 2019 Audit Committee Meeting at the Ordinary Meeting held on 28 January 2020.

BACKGROUND

The Audit Committee was created under Section 139 of the Local Government Act 1989, which states that "Council must establish an audit committee".

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. At the Statutory Meeting on 7 November 2019, it was decided that Councillor Beattie be the alternate Council representative in the event that Cr Holt is unable to

attend the Audit Committee Meeting. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for:

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council
- facilitating the organisation's ethical development
- maintaining a reliable system of internal controls.

In order to provide a structured approach and ensure that the Committee addresses each of its responsibilities, an annual calendar of actions and an internal audit review program are established each year, and these guide the activities of the Committee.

ISSUES/DISCUSSION

The agenda for the February 2020 meeting included the following:

Decision Reports

Mr Rod Baker was nominated and elected chair for the coming 12 months, as reported at the February Council meeting.

The minutes of the December 2019 Audit Committee meeting (**attached**) were endorsed.

A review of Risk Management (**attached**) was considered and referred to the Council meeting for endorsement.

The External Audit Strategy (**attached**) was presented by Council's external auditor

The Annual Report of the Audit Committee (**attached**) was considered and referred to the Council meeting for receiving and noting

The draft performance survey for 2019 was approved for release.

Compliance Reports

An updated version of the Charter was presented (**attached**) and referred to Council for adoption.

A Risk Management Report was presented and referred to Council for receiving and noting (**attached**).

The Loddon Performance Framework Report for July 2019 to December 2019 was presented and is referred to Council for receiving and noting (**attached**).

A number of compliance reports were considered and noted including:

- the Fraud Report for the September to December quarter – the Director Corporate Services provided an update
- a review of major lawsuits facing council since December 2019 – the Director Corporate Services provided an update
- items raised by Council that may impact the Audit Committee – none raised.

Information Reports

The Audit Committee also received the following information reports:

- Overview of Long Term Financial Plan 2020-2030
- Update on service planning

- Update on review of Local Government Act
- Monthly Finance Report
- Upcoming position for community member
- Presentation by a staff member – Manager Assets and Infrastructure

The date of next audit committee meeting is 14 May 2020.

The next review will be Cyber Risk.

COST/BENEFITS

There are costs associated with the Audit Committee and internal audit function. However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

- business improvement relating to the audit review areas
- standard policy and procedure documents which are developed through the action list
- improvement in knowledge management that will assist with succession planning over time
- a reduction in risk in areas relating to audit reviews.

RISK ANALYSIS

The internal audit program has been created and is annually updated on a risk basis, ensuring that Council's program addresses the areas of highest risk or greatest concern to Audit Committee members and Council officers.

CONSULTATION AND ENGAGEMENT

Nil

RESOLUTION 2020/41

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council:

1. receives and notes this report on the February 2020 Audit Committee Meeting
2. receives and notes the confirmed signed minutes of the December 2019 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the:
 - (a) "Review of Risk Management" (**attached**)
4. receives and notes the External Audit Strategy (**attached**)
5. receives and notes the Audit Committee Annual Report (**attached**)
6. approves the revised Audit Committee Charter (**attached**)
7. receives and notes the Risk Management Report (**attached**)
8. receives and notes the Loddon Performance Framework Report July 2019 to December 2019 (**attached**)

CARRIED

9.4 AUDIT COMMITTEE REMUNERATION REPORT

File Number: 06/02/003
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council:

1. *increases the quarterly remuneration paid to independent members of the Audit Committee to \$485, effective the quarter commencing 1 May 2020*
2. *maintains payment of an extra quarter remuneration to the Chair during a one year term*
3. *maintains a travel reimbursement for independent members of the Audit Committee, paid at the rate that Councillors are reimbursed for travel.*

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Council was provided with an Audit Committee Remuneration Report at the Ordinary Meeting held on 23 April 2019, where Council resolved as follows:

1. *increases the quarterly remuneration paid to independent members of the Audit Committee to \$475, effective the quarter commencing 1 May 2019*
2. *maintain payment of an extra quarter remuneration to the Chair during a one year term*
3. *maintain a travel reimbursement for independent members of the Audit Committee, paid at the rate that Councillors are reimbursed for travel.*

BACKGROUND

The Consumer Price Index for All Groups – Melbourne for December Quarter 2018 to December Quarter 2019 seasonally adjusted is used as the guide for increases to Audit Committee remuneration annually. The indexation has been sourced from the Australian Bureau of Statistics and is 2.0%.

Application of 2.0% to the Audit Committee's current remuneration of \$475 per quarter calculates to \$484.50 per quarter. This report recommends that this amount be rounded to \$485 per quarter.

ISSUES/DISCUSSION

Last year's report confirmed Council's commitment of an extra quarterly payment to the Chair during a one-year term. This payment recognises the additional responsibility held by the Chair.

It also confirmed a travel reimbursement to be paid to independent members at the same rate as the Councillors' travel reimbursement.

This report recommends that the travel reimbursement and extra payment for the Chair be maintained.

COST/BENEFITS

There is a small financial cost to Council resulting from this report which can be accommodated within Council's budget.

RISK ANALYSIS

Council increases the likelihood of recruiting and retaining quality Audit Committee members by ensuring that remuneration is reviewed on a regular basis.

CONSULTATION AND ENGAGEMENT

Nil

RESOLUTION 2020/42

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. increases the quarterly remuneration paid to independent members of the Audit Committee to \$485, effective the quarter commencing 1 May 2020
2. maintains payment of an extra quarter remuneration to the Chair during a one year term
3. maintains a travel reimbursement for independent members of the Audit Committee, paid at the rate that Councillors are reimbursed for travel.

CARRIED

9.5 FINANCE REPORT FOR THE PERIOD ENDING 29 FEBRUARY 2020**File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance Report for the period ending 29 February 2020**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 29 February 2020'
2. approves budget revisions included in the report for internal reporting purposes only.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

BACKGROUND

The Finance Report for the period ended 29 February 2020 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2019/20 Budget, and includes operating results, capital expenditure and funding sources.

This Finance Report also includes reporting on any supplementary valuations. Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation corrections.

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has increased by \$520K to \$1.71M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 95% of YTD budget. Revenue brought to account for February was \$1.68M (\$1.1M for January).

Income Statement (expenditure) - Council's operating expenditure is at 88% of YTD budget. Payments for this month totalled just over \$2.46M (\$2.24M for January).

Capital Works - The revised budget for capital works is \$21.0M and is 22% complete in financial terms for the current financial year (20% at the end of January).

Balance Sheet - Council has a cash total of \$27.5M with \$3.48M in general accounts. Debtors are \$3.2M which is a decrease of \$6.19M for the month. Sundry debtors total \$1.26M (\$1.17M in January) with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$83K.

There were no supplementary valuations updated during February. The total rateable CIV at the end of February remains just under \$2.35B.

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2019/20.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

CONSULTATION AND ENGAGEMENT

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

RESOLUTION 2020/43

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council:

1. receives and notes the 'Finance report for the period ending 29 February 2020'
2. approves budget revisions included in the report for internal reporting purposes only.

CARRIED

9.6 FINANCE REPORT FOR THE PERIOD ENDING 31 MARCH 2020**File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance Report for period ending 31 March 2020**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 March 2020'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2019/20 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2019/20.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

BACKGROUND

The Finance Report for the period ended 31 March 2020 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2019/20 Budget, and includes operating results, capital expenditure and funding sources.

This Finance Report also includes reporting on any supplementary valuations. Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)

- supplementary valuation corrections.

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has increased by \$1.94M to \$3.65M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 95% of YTD budget. Revenue brought to account for March was \$400K (\$1.68M for February).

Income Statement (expenditure) - Council's operating expenditure is at 86% of YTD budget. Payments for this month totalled just over \$2.52M (\$2.46M for February).

Capital Works - The revised budget for capital works is \$20.1M and is 26% complete in financial terms for the current financial year (22% at the end of February).

Balance Sheet - Council has a cash total of \$26.1M with \$3.94M in general accounts. Debtors are \$2.15M which is a decrease of \$1.0M for the month. Sundry debtors total \$812K (\$1.26M in February) with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$65K.

There were supplementary valuations updated during March. The total rateable CIV at the end of March is just over \$2.35B.

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2019/20.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

CONSULTATION AND ENGAGEMENT

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

RESOLUTION 2020/44

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That Council:

1. receives and notes the 'Finance report for the period ending 31 March 2020'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2019/20 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2019/20.

CARRIED

9.7 FEES AND CHARGES FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021**File Number:** 07/01/006**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Draft Fees and Charges Schedule 2020/21**RECOMMENDATION**

That Council:

1. approves the Fees and Charges for the year 1 July 2020 to 30 June 2021 for the purposes of public exhibition with the draft budget documentation
2. implements the Fees and Charges from 1 July for items not subject to a notice period
3. implements the Fees and Charges from the end of the notice period for those items subject to a notice period
4. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges for the year 1 July 2020 to 30 June 2021.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

A draft schedule was submitted for consideration at the Council Forum held on 10 March 2020.

BACKGROUND

Each year, as a part of the budget process, a Fees and Charges Schedule is prepared and submitted for approval by Council. This year it is proposed that the Fees and Charges for the year 1 July 2020 to 30 June 2021 be advertised together with the draft budget documentation, so that the community is able to see the whole suite of Council finances in context.

ISSUES/DISCUSSION

Generally the new schedule takes effect from the start of the financial year; however included in the schedule are residential accommodation charges which require a minimum notice period of 60 days. Notification will be forwarded to tenants as soon as practicable after approval by Council.

The approach to the 2020/21 schedule was to review fees and charges in line with the Long Term Financial Plan (LTFP), which included an indexation of 2.0% to discretionary charges. This indexation rate last year was 2.5%.

Some cost areas within the Fees and Charges Schedule have had an increase of more than 2.0% due to rounding to nearest dollars (or five dollars). This is particularly in the building, health and local laws areas with costs increasing by 2.0 – 2.5% or \$5.00 with some minor fees in this area remaining the same.

COST/BENEFITS

The schedule will raise an equitable contribution of revenue towards the cost of service delivery.

RISK ANALYSIS

There is a minor risk of avoidance of payment by customers.

CONSULTATION AND ENGAGEMENT

The recommendations in the report have been considered in detail by the Management Executive Group and Council.

RESOLUTION 2020/45

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council:

1. approves the Fees and Charges for the year 1 July 2020 to 30 June 2021 for the purposes of public exhibition with the draft budget documentation
2. implements the Fees and Charges from 1 July for items not subject to a notice period
3. implements the Fees and Charges from the end of the notice period for those items subject to a notice period
4. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges for the year 1 July 2020 to 30 June 2021.

CARRIED

9.8 2020 COUNCIL MEETING SCHEDULE AMENDMENT**File Number:** FOL/19/45613**Author:** Christine Coombes, Executive and Commercial Services Officer**Authoriser:** Lynne Habner, Manager Executive and Commercial Services**Attachments:** Nil**RECOMMENDATION**

That Council

1. approve the amendment to the date of the September Council meeting to be held on Tuesday 15 September 2020 commencing at 3pm;
2. approve the date, time and location of the Special Council meeting to be held on Thursday 12 November, commencing at 5pm to be held at the Serpentine Memorial Hall;
3. provide public notice of the change of date for the September Council meeting, details of the Special Council meeting to be held on Thursday 12 November, and that the venue for the Council meetings to be held on Tuesday 25 August, Tuesday 15 September and Tuesday 13 October 2020 be amended to be held at Loddon Shire's Wedderburn Office in the Kooyoora meeting room.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

The 2020 schedule of Council Meetings as follows was adopted on 24 September 2019, with meetings to commence at 3pm and be held at the Serpentine Council Chambers:

Tuesday 28 January	Tuesday 26 May	Tuesday 22 September
Tuesday 25 February	Tuesday 23 June	Tuesday 13 October
Tuesday 24 March	Tuesday 28 July	Tuesday 24 November
Tuesday 28 April	Tuesday 25 August	Tuesday 15 December

The changes proposed in this report were discussed by Councillors and the CEO at the March 2020 Council Forum.

BACKGROUND

The Loddon Shire Council has traditionally conducted Council meetings on a monthly cycle on the fourth Tuesday of the month. It was proposed that this meeting schedule be continued through 2020.

ISSUES/DISCUSSION**Caretaker period and proposed meeting date change**

Caretaker and election period planning has been commenced by officers. Caretaker period for the 2020 Council Election will commence on Tuesday 22 September 2020. It is anticipated that the proposed Local Government Act 2020 will have been passed, requiring the Caretaker period to commence at 12 noon on 22 September 2020. The election is scheduled to be held on Saturday 24 October.

During Caretaker period, Council cannot make any major policy decisions that bind the incoming Council, including contracts.

The Council meeting on 22 September is scheduled to commence at 3pm, which will mean that this meeting and the October meeting will be within the Caretaker period. This would prevent the adoption of decisions for a three month period.

It is proposed to change the date of the September 2020 Council meeting date to Tuesday 15 September, commencing at 3.00pm to enable the adoption of decisions. The change of this date would also eliminate the need to hold a special meeting for the consideration of the Annual Report.

It is proposed to cancel the 8 September Council Forum, and any September Forum items may be presented on the morning of the September Council meeting.

Meeting locations

Due to the Victorian Electoral Commission using the Serpentine Council Chambers from Monday 3 August to Saturday 21 November it is proposed that the Council meetings for August, September and October be held at the Kooyoora meeting room at Council's Wedderburn office.

Special Council meeting following Election

It is proposed to schedule the date, time and location of the Special meeting to be held for the taking of the Oath of Office, making written declaration to abide by the Code of Conduct, Election of Mayor and appointment to committees. The scheduling of this meeting will allow officers to plan the induction program for the newly elected body. The proposed details for this meeting are 5.00pm on Thursday 12 November 2020 at the Serpentine Memorial Hall.

COST/BENEFITS

There are some costs associated with this recommendation related to advertising, venue hire and catering which can be accommodated within existing budget allocations.

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

The matter was discussed by Councillors and the CEO at the March Council Forum.

RESOLUTION 2020/46

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council

1. approve the amendment to the date of the September Council meeting to be held on Tuesday 15 September 2020 commencing at 3pm;
2. approve the date, time and location of the Special Council meeting to be held on Thursday 12 November, commencing at 5pm to be held at the Serpentine Memorial Hall;
3. provide public notice of the change of date for the September Council meeting, details of the Special Council meeting to be held on Thursday 12 November, and that the venue for the Council meetings to be held on Tuesday 25 August, Tuesday 15 September and Tuesday 13 October 2020 be amended to be held at Loddon Shire's Wedderburn Office in the Kooyoora meeting room.

CARRIED

9.9 REVIEW OF FINANCIAL RESERVES POLICY**File Number:** 18/01/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Financial Reserves Policy v9**RECOMMENDATION**

That Council adopts the Financial Reserves Policy v9.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

The last version of the Financial Reserves Policy (v8) was approved in July 2019.

BACKGROUND

The purpose of the Financial Reserves Policy is to allow Council to use funds in line with the purposes outlined in the policy.

ISSUES/DISCUSSION

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

The latest version (version 8) of the Financial Reserves Policy was updated in July last year, therefore is not due for review. However recent discussions as a result of service planning reviews have highlighted that some reserve balances are more than what would be required to fund the purpose of the reserve yet they continue to increase yearly.

In the proposed version 9, there are six reserves where a maximum balance comment has been added, this will ensure that there will no longer be excess funds tied up in these reserves. These reserves include:

Reserve name	Maximum reserve level
Gravel and Sand Pit Reserve	\$400K
Waste Management Reserve	\$300K
Boundary and Township Signage Reserve	\$100K
Information Technology Reserve	\$800K
Units Reserve	\$60K
Urban Drainage Reserve	\$500K

This will also assist Council in redirecting these excess funds into other projects or contributing to Council's surplus position.

There is also a proposal to close two of the reserves where balances are minimal and it would be more efficient to fund future projects from surplus. These reserves are the War Memorial Restoration Reserve and the Skinners Flat Water Reserve.

COST/BENEFITS

There are no direct costs associated with the adoption of this policy.

RISK ANALYSIS

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

CONSULTATION AND ENGAGEMENT

The document has been subject to the approval process of the Management Executive Group prior to presentation at the March Council Forum.

RESOLUTION 2020/47

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council adopts the Financial Reserves Policy v9.

CARRIED

9.10 VICTORIAN LOCAL GOVERNMENT WOMEN'S CHARTER**File Number:** FOL/19/98**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Notes the history and progress of the Victorian Local Government Women's Charter ('the Charter');
2. Continues to progress actions in support of the Charter's three principles: gender equity, diversity and active citizenship;
3. Appoint the following people as Charter Champions
 - (a) Councillor: Colleen Condliffe
 - (b) Council Officer: Janine Jackson
4. Authorises the Chief Executive Officer to promote Council's Charter signatory status and display the Charter in council premises and communications (including Council's website)
5. Sends a copy of this report to the Victorian Local Governance Association (VLGA), notifying the VLGA of Council's reaffirmation of the Charter
6. Supports the VLGA campaign to increase women's participation in local government as citizens, candidates and councillors
7. Requests that an annual report be provided to Council on progress against the Charter principles.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

At the Council meeting on 26 February 2019, Council resolved to adopt the Victorian Local Government Women's Charter (the Charter) and appoint Councillor Colleen Condliffe as the Charter Champion.

BACKGROUND

The Charter was established in 1998 by the Women's Participation in Local Government Coalition (WPILGC) to recognise the need for increased women's participation in the key decision-making forums in the community and in democratic governance.

The WPILGC was a coalition of organisations, including peak bodies in local government, the Victorian Immigrant and Refugee Women's Coalition, Victorian Women's Trust, Women's Electoral Lobby Victoria, Women's Planning Network and YWCA Victoria.

Following council amalgamations in 1996, the number of women councillors was at a record low (134 out of more than 600).

In 2013, the WPILGC dissolved itself and handed responsibility for this work to the MAV and the VLGA. At present, the VLGA manages the administration of the Charter signatories and network,

working alongside the MAV on promoting the charter and achieving gender equity in local government.

In 2020, 73 of 79 Victorian councils are signatories to the Charter.

ISSUES/DISCUSSION

With the Local Government Bill 2019 and Gender Equality Act 2020 highlighting the importance of community engagement and equality, all 79 Victorian councils have a legislative imperative to prioritise the active and equal participation of women in council decision-making.

The VLGA has generated a list of suggested actions. Council's performance against these suggested actions is listed below:

CHARTER STATUS & CHARTER CHAMPIONS	STATUS
Become a Charter signatory.	Complete
Reaffirm your commitment to the Charter.	Pending adoption of the recommendation in this report.
Reappoint your Charter Champions.	Pending adoption of the recommendation in this report.
Appoint a councillor and an officer.	Complete
Try to rotate the Charter Champion position among councillors throughout the council term.	To be considered after the 2020 Council election.
Make the Charter a standing item on Council's agenda: <ul style="list-style-type: none"> • requiring an annual report on actions related to gender equity, diversity and active citizenship. • appoint Charter Champions at the same time as other delegations. 	To be considered after the 2020 Council election.
Send a copy of the minutes to the VLGA (deborah@vlga.org.au) for publication on their website.	Complete
Display a framed copy of your council's Charter certificate (or multiple copies in different council buildings, including community centres, libraries etc).	Complete
Empower Charter Champions and council staff to use the Charter in their work. Provide them with the time or delegation to implement action items and attend network meetings or development sessions related to the Charter.	Complete
POLICY & ADVISORY GROUPS	
Undertake a simple audit of Council's activities, processes and community projects to identify what you have already achieved and can build on.	Council has developed a gender equity strategy which identifies priority actions.
Create a committee or working group of council that has oversight/responsibility for women's civic participation (i.e. Gender Equality Working Group, Women's Charter Advisory Committee).	
Empower the committee to operate in a meaningful advisory capacity on all relevant policies facing council – not just 'women's' or 'family' policies.	
Conduct a gender equality audit of all committees.	
Encourage committees to consider diversity when recruiting new members.	
Provide regular opportunities for women on all committees to develop their skills in leadership, policy, negotiation and decision-making.	

<p>Conduct an audit of committee meeting times and locations.</p> <ul style="list-style-type: none"> • Are they held in venues and at times that suit working women and women with childcaring responsibilities? • Consider using a survey to investigate barriers to women’s attendance at/participation in committees. • Work to address these barriers and evaluate the success of these measures. 	<p>Council has developed a gender equity strategy which identifies priority actions.</p>
<p>Compile a list of community groups (and their contact details) that may have women who are interested in running (or interested in supporting another woman to run) for local government.</p> <ul style="list-style-type: none"> • Invite these groups to pre-candidate training and ask that they distribute details to their networks. • Invite these groups to participate in community engagement or consultation that council undertakes. 	
<p>Make sure that you are actively seeking input from the Indigenous community, people with disabilities and culturally and linguistically diverse groups. Dedicate resources to provide cultural, language, accessibility support where appropriate.</p>	
<p>Ensure that the Charter is referenced in any council policy that relates to Charter principles.</p>	
<p>Include the Charter in relevant council documents and strategies, including the Council Plan and Municipal Health and Wellbeing Plan.</p>	
<p>Distribute the Charter document to officers and ensure that they are aware of Council’s signatory status. Encourage officers to consider the Charter as an authorising document in their reports and daily work.</p>	
<p>AWARENESS RAISING</p>	
<p>Increase information and resources available to the community about the business of local government, on topics such as:</p> <ul style="list-style-type: none"> • How councillors are elected • How councils make decisions • What services councils provide 	<p>Council has developed a gender equity strategy which identifies priority actions.</p>
<p>Make sure that these resources are accessible to all community members, particularly those from culturally and linguistically diverse groups.</p>	
<p>Spotlight the experiences and achievements of women leaders in your community, particularly those from culturally and linguistically diverse groups and current and former women councillors.</p>	
<p>Profile current and former women councillors on their backgrounds, their motivations for running for office and their achievements during their time as a councillor.</p>	
<p>Facilitate community conversations about the importance of diverse representation. Seek local examples and anecdotes of the impact that diverse representation has on decision making and community outcomes.</p>	
<p>Hold an event for International Women’s Day (8 March). Consider holding an awards ceremony celebrating the achievements of local women.</p>	

Encourage the community to nominate women for civic awards (see Honour A Woman).	Council has developed a gender equity strategy which identifies priority actions.
Nominate a local active citizen for inclusion on the Victorian Women's Honour Roll.	
Celebrate the centenary of Mary Rogers' election – the first woman elected to local government in Victoria and only the second in Australia (1920).	
ENCOURAGING WOMEN TO RUN	
Host a Victorian Local Government Women's Charter Afternoon Tea with women councillors, community groups and women interested in running in the October 2020 elections (or supporting another woman to run). This is a great opportunity for women to network and share information.	Election timetable includes events promoting women's civic participation.
Host one of the VLGA's Local Women Leading Change workshops for women ahead of the October 2020 elections. These workshops are held across Victoria, free of charge for councils and communities.	
Encourage all community members to attend the VLGA's Candidate Information workshops.	
NEW COUNCILLOR INDUCTION	
Provide information on the Victorian Local Government Women's Charter as an authorising document for council during induction for new councillors.	Charter will be included in induction materials.
Encourage councillors to consider the Charter when developing the Council Plan. As a task that must be completed within the first 6 months of the council term, it is important that councillors begin the next four years considering gender equity, diversity and active citizenship as core business for local government.	Charter will be included as a key reference document in development of Council Plan.
Provide opportunities for all councillors to learn about the importance of diversity and gender equity in local government, and the importance of a diversity of views in decision making processes.	Training to be provided.
Provide gender equality and/or unconscious bias training as part of new councillor induction.	Training to be provided.
Connect women councillors with opportunities for mentorship and support, including the Australian Local Government Women's Association (ALGWA).	Networking opportunities included in councillor development budget
Consider working with the VLGA and other councils in your area to initiate a mentorship/peer support program for new women councillors.	VLGA opportunities will be monitored.

COST/BENEFITS

Costs associated with the recommendations in this report will be contained within operational budgets. The benefit of adopting the recommendations is reaffirmation of Council's commitment to achieving gender equality and improving outcomes for women and men.

RISK ANALYSIS

There is a risk that Council will not be able to progress actions in support of the Charter due to competing priorities and limited resources.

CONSULTATION AND ENGAGEMENT

Various staff have been consulted during the preparation of this report.

RESOLUTION 2020/48

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council:

1. Notes the history and progress of the Victorian Local Government Women's Charter ('the Charter');
2. Continues to progress actions in support of the Charter's three principles: gender equity, diversity and active citizenship;
3. Appoint the following people as Charter Champions
 - (a) Councillor: Colleen Condliffe
 - (b) Council Officer: Janine Jackson
4. Authorises the Chief Executive Officer to promote Council's Charter signatory status and display the Charter in council premises and communications (including Council's website)
5. Sends a copy of this report to the Victorian Local Government Association (VLGA), notifying the VLGA of Council's reaffirmation of the Charter
6. Supports the VLGA campaign to increase women's participation in local government as citizens, candidates and councillors
7. Requests that an annual report be provided to Council on progress against the Charter principles.

CARRIED

9.11 SECTION 86 COMMITTEE OF MANAGEMENT - REVOKE INSTRUMENT OF DELEGATION - SERPENTINE BOWLS AND TENNIS PAVILION AND RESERVE**File Number:** GF/19/20**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council revoke the instrument of delegation to Serpentine Bowls and Tennis Pavilion and Reserve

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Council adopted a Section 86 Committee of Management Policy at the ordinary meeting held on 28 January 2014.

Council adopted the review of the delegations to Section 86 committees at the ordinary meeting held on 26 September 2017. This report indicated that a Management Agreement could be issued to incorporated bodies rather than an Instrument of Delegation.

BACKGROUND

Under section 86 of the Local Government Act 1989, Council may establish special committees made up of councillors, council staff and other persons.

Each committee is provided with an instrument of delegation which outlines the functions, duties and powers Council has delegated to it.

The Serpentine Bowls and Tennis Pavilion and Reserve (the committee) was appointed the section 86 committee responsible for part of crown allotment CP 151938 on 34 Peppercorn Way, Serpentine.

Under the instrument of delegation the committee is responsible for:

- Management of booking the facility to external parties
- Setting and collecting fees and charges for hire of the facility
- Payment of accounts relating to operation the facility
- Ensuring that hirers of the facility have the appropriate public liability insurance

ISSUES/DISCUSSION

Both the Serpentine Bowling Club Inc. and Serpentine Tennis Club Inc. have been incorporated since 1985 and 2014 respectively. Representatives of each club acted as the committee of management for the Serpentine Bowls and Tennis Pavilion and Reserve.

Council contacted the committee in July 2018 to consider a joint management agreement. The clubs agreed to sign separate management agreements over their respective premises with a provision regarding the shared use of the indoor toilets at the Tennis Club.

Agreements were sent out and both have been received and signed. This now necessitates the revoking of the instrument of delegation.

COST/BENEFITS

There are no direct costs associated with this recommendation.

RISK ANALYSIS

Section 86 committees of management have strict governance requirements which assist to ensure Council oversees that they are operating within delegation and within the Local Government Act 1989.

By disbanding the Section 86 committee and revoking the instrument of delegation, the administrative burden on the committee is reduced.

Issuing a Management Agreement helps to ensure clear expectations and responsibilities of the clubs and the Council.

CONSULTATION AND ENGAGEMENT

The section 86 committee has been consulted regarding the revocation of the instrument of delegation. The committee has indicated that it supports the recommendations made in this report.

RESOLUTION 2020/49

Moved: Cr Gavan Holt
Seconded: Cr Neil Beattie

That Council revoke the instrument of delegation to Serpentine Bowls and Tennis Pavilion and Reserve

CARRIED

9.12 LODDON SHIRE COMMUNITY GRANTS SCHEME 2019-20**File Number:** 16/02/01**Author:** Wendy Gladman, Director Community Wellbeing**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council does not approve the application from St Patricks Primary School for Community Grant funds to support the Paddy's Literacy and Numeracy (P.L.A.N) program.

CONFLICT OF INTEREST

There are no conflicts of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

This application, seeking access to the 2019/20 community grants unspent funds, is being presented to Council for consideration.

Council, at its August 2019 Ordinary meeting resolved to hold the surplus funds from the 2019/20 community grant funding round in reserve for suitable community projects that arose throughout the year.

ISSUES/DISCUSSION

St Patricks Primary School, Pyramid Hill is seeking an allocation of \$3,689.06 to put towards literacy and numeracy project supporting the development of pre-school children aged 0-5 years. The total cost of the project will be \$5,533.60 with the Primary School contributing \$1,844.54.

The P.L.A.N (Paddy's Literacy and Numeracy), Monday program has been developed to run alongside the existing Tuesday – Thursday Kindergarten program and the Playgroup Session on Fridays. The program is open to all children aged 0-5 years, will be free to participants and will be delivered at St Patrick's by a registered teacher employed by St Patrick's Primary School. Current programs to support early years are only available four days of the week.

The application was received in December 2019, with the program commencing on 10 February 2020, prior to the assessment of the application and subsequent report to Council being completed.

When assessing grant proposals, Council officers must consider the following criteria:

- that the group meets the eligibility criteria required to apply for a community grant
- that the project meets the grant eligibility;
 - fulfils a demonstrated community need
 - develops or improves upon existing facilities
 - funds programs or purchases equipment that will increase opportunities for participation
 - funding can also be used as a co-contribution as part of an organisations financial contribution for an external funding application.

- that there are no sections of the 'what will not be funded' components that exclude this project from accessing Community grant funding
 - there are no outstanding acquittals from previous funding rounds
 - the project is not retrospective
 - the project can be delivered in the required timeframe
 - the project is not considered as being the responsibility of another authority
 - the project is not on open space or publicly owned or managed land
 - the request for funding does not include support for admin, utility or ongoing maintenance costs
 - the project doesn't promote political or religious beliefs
 - the project meets the funding ratio requirements.

The application was received in December 2019, with the program commencing on 10 February 2020, prior to the assessment of the application and subsequent report to Council being completed, so on this occasion the recommendation from officers is that the project has commenced and is therefore ineligible for funding.

COST/BENEFITS

The Community Grant Program 2019/2020 has allocated \$186,046 to date, resulting in an underspend of \$13,954 for the 2019/2020 grant round.

One request is being brought forward to Council for funding from Council's community grants scheme 2019/20 unspent funds. The amount applied for in this late application is within the total funds remaining for Community Grants.

RISK ANALYSIS

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

CONSULTATION AND ENGAGEMENT

Consultation, to assist with assessment of this application, has been undertaken with St Patricks Primary School, Council's Children and Youth Coordinator and the Strong Families Strong Children program manager.

RESOLUTION 2020/50

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council does not approve the application from St Patricks Primary School for Community Grant funds to support the Paddy's Literacy and Numeracy (P.L.A.N) program.

CARRIED

9.13 WASTE MANAGEMENT SERVICE: PROPOSAL FOR VOUCHER SYSTEM TO DELIVER FEE FREE WASTE DISPOSAL

File Number: 15/05/001
Author: Daniel Lloyd, Manager Works
Authoriser: Steven Phillips, Director Operations
Attachments: 1. Flyer example
2. Letter to residents example

RECOMMENDATION

That Council resolve to:

1. endorse the implementation of a fee free waste voucher system to be included in the 2020-2021 rates notices in July in accordance with the following conditions:
 - (a) provide residents with four vouchers to dispose of up to four cubic metres of general household waste, green-waste, mixed recyclables, refrigerators, freezers, air conditioners and e-waste per voucher, to be used at Councils waste facilities during normal operating hours of our waste facilities
 - (b) general waste does not include tyres, mattresses, bricks & concrete
 - (c) each voucher can only be used once and only one voucher to be used per transaction
 - (d) each voucher will be valid for three months to align with the financial year quarters
 - (e) limited vouchers to be made available by request and sent out via the post to those residents who are not ratepayers.
2. approve that the cost associated with the program be recovered through the Municipal Waste Charge
3. cease conducting the fee free day program of opening the waste facilities once per quarter.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Councillors were presented with a report on the proposal for a voucher system to deliver "Fee Free" waste disposal at the Council Forum held on 14 April 2020.

BACKGROUND

At Council's September 2017 ordinary meeting it was agreed to implement a quarterly fee free waste disposal day. That program was reviewed after 12 months with a report being presented to Council at its 2018 September meeting.

At the September 2018 Council meeting Council adopted the following recommendation:

That Council:

1. adopt the Fee Free Waste Disposal Day Program in accordance with the following conditions:
 - (b) that on four occasions each year Council's waste facilities will accept without fee a maximum of four cubic metres per property of general household waste, green-waste, mixed recyclables, refrigerators, freezers and air conditioners

- (c) general waste does not include tyres, mattresses, bricks & concrete.
2. approve that the cost associated with the program be recovered through the Municipal Waste Charge.

ISSUES/DISCUSSION

Throughout the trial and the ongoing program of the quarterly fee free waste disposal day, data has been collected on the number of customers, volume and type of waste disposed of during the fee free days. The waste volumes collected at each site for the trial and ongoing program are provided in Table 1.

Table 1 - Waste Volumes Collected from November 2017 to February 2020

Site	Customers	Waste m3	Green Waste m3	Recyclables m3	Steel m3	White Goods	e-Waste
Boort	864	237.9	463.3	62.2	111.2	8.4	10.9
Dingee	172	88.8	18.5	2.8	51.8	6.3	7.5
Inglewood	623	516.4	297.3	43.1	147.8	11.6	18.8
Newbridge	438	430.9	164.3	29.7	119.5	10.4	15.6
Pyramid Hill	453	199.0	180.0	16.5	70.1	7.6	7.6
Wedderburn	649	537.5	279.8	44.1	158.5	9.2	21.7
Total	3,199	2,010.5	1,403.2	198.4	658.9	53.5	82.1

The ongoing program comprises of set dates for each occurrence, upcoming fee free waste disposal days are advertised through public notice boards, brochures, Facebook and Council's web page. This is also reinforced by placing an advertisement in the local media two weeks prior to the week of fee free waste disposal day. Even with this level of advertising, a constant complaint that we receive from residents calling in, is that they did not know that the free fee day was occurring and that they are aggrieved at having missed out.

As a result of a recent review of the program and listening to feedback from residents as well as input from the waste facility attendants, we have found that many residents are stockpiling during the intervening three months and bringing in the maximum four cubic metres on the fee free day. The majority of the waste brought in on a fee free day is processed on site as general waste due to the queues and volume of traffic. The volume of vehicles accessing the site causes significant delays for customers and makes it difficult for the waste facility attendant to control the site safely. In an effort to keep the traffic moving it becomes difficult for the site attendant to regulate the separation of recyclables. The volume also overflows capacities at our transfer stations requiring additional measures to clean up after each fee free day, requiring additional clean up works.

This is an undesirable outcome as many items of recyclable material are not being separated increasing the volume of material going to landfill. The majority of transactions for the year on these sites occur on the free fee days, and we are finding residents are becoming frustrated with delays and not separating items. A large portion of waste being disposed has recoverable content and is not being separated, increasing the cost and reducing the remaining life of the landfills. With our landfills filling up at a far quicker rate than the predicted modelling, consideration on how we manage the remaining life of our three landfills is very important, with the expected conversion of Newbridge Landfill to transfer station within the next 10 years.

As well as the complaints received from residents, the site attendants are also receiving complaints and request for a voucher system to be implemented as an alternative to scheduled days. The key reason given in support of this request is that it will afford greater opportunity to access the fee free program. Council waste facilities operate on limited hours of

access, this is of course a cost controlling measure. However the limited hours of operation combined with the scheduled fee free day does preclude some residents from ever being able to take advantage of the program.

As an alternative to a fee free day, it is recommended that a voucher system be introduced and delivered to residents through the annual rates notice process. The utilisation of vouchers will offer greater flexibility to the users of the service and overcome many of the issues identified in the review of the program listed above.

The current system of holding fee free days will continue with one more day planned in May before the vouchers can go out with the rates notices.

COST/BENEFITS

The expected associated additional cost of implementing a hard copy voucher posted out in conjunction with the rates notice is approximately \$2,000. This will be recoverable through the Municipal Waste Charge.

The utilisation of vouchers will offer greater flexibility to the users of the service allowing improved utilisation of the program. The key objectives of the fee free waste day program is to encourage the proper disposal of waste, increase recycling and reduce unsightly properties and illegal dumping. The greater flexibility should see a higher level of utilisation, improving the performance of achieving the key objectives of the program.

RISK ANALYSIS

One of the risks associated with the voucher system is the increased administration process for those residents that do not receive a rates notice. Residents will be advised to contact the relevant property owner for access to the vouchers. If they are unsuccessful in obtaining the vouchers from the landlord, vouchers will be made available by request and sent out via the post to those that are residents but not ratepayers.

The 2016 census showed approximately 16.5% of Council's population are renters. This is approximately 500 households.

CONSULTATION AND ENGAGEMENT

The Management Executive Group and Council's Finance Department we consulted prior to presentation at the April Council Forum.

RESOLUTION 2020/51

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council resolve to:

1. endorse the implementation of a fee free waste voucher system to be included in the 2020-2021 rates notices in July in accordance with the following conditions:
 - (a) provide residents with four vouchers to dispose of up to four cubic metres of general household waste, green-waste, mixed recyclables, refrigerators, freezers, air conditioners and e-waste per voucher, to be used at Council's waste facilities during normal operating hours of our waste facilities
 - (b) general waste does not include tyres, mattresses, bricks & concrete
 - (c) each voucher can only be used once and only one voucher to be used per transaction
 - (d) each voucher will be valid for three months to align with the financial year quarters
 - (e) limited vouchers to be made available by request and sent out via the post to those residents who are not ratepayers.
2. approve that the cost associated with the program be recovered through the Municipal Waste Charge
3. cease conducting the fee free day program of opening the waste facilities once per quarter.

CARRIED

9.14 PYRAMID HILL COMMUNITY CENTRE - COMPLETION OF MASTER PLAN AND FEASIBILITY STUDY

File Number: PRO/20/18

Author: Wendy Gladman, Director Community Wellbeing

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Pyramid Hill Community Centre Master Plan and Feasibility Study

RECOMMENDATION

That Council

1. receive and note the Pyramid Hill Community Centre Master Plan and Feasibility Study
2. approve the submission of the Pyramid Hill Community Centre Master plan and Feasibility Study to Regional Development Victoria.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

A presentation by project consultant, Lesley Humphries, was provided at the March 2020 Council Forum.

A copy of the Pyramid Hill Community Centre Master Plan and Feasibility Study (the Study) was provided to Council at the April 2020 Council Forum.

BACKGROUND

Council received funding of \$40,000 from the Department of Economic Development, Jobs, Transport and Resources, Regional Development Victoria (RDV) for the preparation of a master plan and feasibility study into the redevelopment of the Senior Citizens building into the Pyramid Hill Community Centre. The submission of the Study to RDV is the final milestone related to this funding.

The project focused on the existing use of the Pyramid Hill Senior Citizens Centre and identifying the opportunities to develop and extend the existing space into a community hub to provide a range of allied health services, senior citizen and community meeting and activity spaces, learning and library spaces and consulting rooms.

The current Pyramid Hill Senior Citizens Centre was built in the late 1970's and consists of a hall and stage space, meeting room, domestic style kitchen and storage room, and is used for:

- Senior Citizens weekly meetings
- Maternal and Child Health services (fortnightly)
- Filipino community activity (occasional use)
- Sunday sewing classes, and
- hire to the broader community on request.

A Project Control Group (PCG) was established with representatives from the following key stakeholder groups:

- Pyramid Hill Senior Citizens
- Filipino community
- Pyramid Hill Neighbourhood House

- Northern District Community Health (NDCH)
- Loddon Shire Council

Feedback from each of these groups was used to develop the design brief which informed the master plan concept design. The focus of the design was to make a compact, accessible and multi-use facility that provides for opportunities to enhance the liveability of the town through the considered provision of services and activities.

ISSUES/DISCUSSION

The Pyramid Hill Community Centre Master plan and Feasibility Study provides the starting point for the re-development of the Pyramid Hill Senior Citizens Centre into a multi-purpose community hub that will meet the current and future needs of a diverse range of user groups and the changing community demographics in Pyramid Hill.

The master plan has been developed to be modular and zoned in the use of space and utilities with areas able to be closed off when not in use. This design approach will assist in reducing the day to day running costs as well as improving security and amenity.

Northern District Community Health (NDCH) provides primary health care services to the Pyramid Hill Community. The future relocation of NDCH to a redeveloped fit for purpose community centre that is centrally located, would increase the opportunities for NDCH to recruit and retain staff and increase the offering of medical and complementary services available.

Additionally, the potential relocation of the Pyramid Hill Neighbourhood House (PHNH) and the Goldfields Library Corporation agency would improve access to the community, increase the level of and scope of services and allow for significant management, promotional and community benefits by co-location.

There is scope for future relocation of the Neighbourhood Shed (incorporating the Men's Shed program) and a community gym to the east of the existing Senior Citizens Centre.

The proposed facility will house:

- NDCH who run allied health services such as occupational therapy, nursing, women's, men's and sexual health services amongst others. The facility will cater for NDCH's needs by providing a standalone administration and storage area, specific and general use consulting rooms.
- PHNH with areas set aside for administration, a library and learning space (Goldfields Library agency) and social community space as well as a computer and learning room
- Senior Citizens room and storage area
- updated kitchen with increased storage for each of the user groups
- community hall fitted with multimedia equipment suitable for large scale meetings and presentations
- a multipurpose room
- programmable outdoor space
- updated kitchenettes
- new toilets including a family unisex toilet and accessible toilet.

Future stages of the proposed community centre provide the opportunities for the following services:

- Neighbourhood Shed (incorporating the Men's Shed)
- new community gym facility
- space for a kitchen garden
- additional car parking and other services and amenities as required.

COST/BENEFITS

A new shared community facility will provide potential benefits of shared capital costs, resources and expertise, leading to more efficient use of resources, environmental benefits and reduced

operating costs as well as improved relationships and increased networking between user groups and the community.

The opinion of probable cost, based on a cost per square metre of floor area, has been provided by the architect. As noted in the report, there are many limitations to this information and if this project proceeds, further work on detailed cost estimates will need to be undertaken.

The study provides an example operational budget based on current income and expenditure of the relevant user groups in a snapshot in time compilation. This operating budget does not factor in complementary uses that may be possible in a redeveloped facility such as community enterprise or for profit services such as a hairdresser.

The study provides the ability to stage the project, based on available funding, with five proposed stages:

- Stage 1: Construction of health service facility to accommodate NDCH and Maternal & Child Health, with new relocated toilets, kitchenette, senior's rooms, circulation areas, lobby/reception and associated fixtures and fittings, car parking and landscaping.
- Stage 2: Construction of the Library and Learning Centre and facilities to accommodate the PHNH.
- Stage 3: Upgrade the kitchen and store facilities.
- Stage 4: Refurbish/upgrade the Hall.
- Stage 5: Construct the Neighbourhood Shed and Community gym.

The feasibility study also discusses the preferred operating model. Research into similar management models was conducted within and outside of Loddon, informing the preferred model. Further work is required to progress to detailed designs of building plans, management structures and operational budgets. These next steps have not been costed nor had funding allocated.

RISK ANALYSIS

As external funding agencies are tending to prioritise projects that are supported by a strategic planning process, have detailed designs completed and are 'shovel ready', it is critical that Council has fully scoped projects to be competitive when applying for funding.

The endorsement of the draft Pyramid Hill Community Centre Master plan and Feasibility Study will provide Council with the strategic evidence to be able to progress this project from concept plan to detailed design that will also include the development of an appropriate management structure and understanding of operational budgets and user group opportunities and constraints.

CONSULTATION AND ENGAGEMENT

The development of the master plan and feasibility study was informed through:

- a review of relevant Council plans and strategies including the Council Plan and the Municipal Public Health and Wellbeing Plan
- a project control group, who advised Council and the consultant on current and potential uses, legislation requirements, mandatory and preferred spaces, operating models, budgets and service delivery requirements
- external stakeholder engagement including Northern District Community Health, Pyramid Hill Senior Citizens, Goldfields Library Corporation, Pyramid Hill Neighbourhood House and other key community groups and representatives
- internal engagement with relevant Council Officers including those within the Community Wellbeing Department who manage Senior Citizens Centres and the Maternal and Child Health Services
- a review of similar community hub facilities to understand operating budgets and management models
- the draft master plan and feasibility study being supplied to the PCG. Their comments and feedback informed the final draft presented for endorsement.

RESOLUTION 2020/52

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council

1. receive and note the Pyramid Hill Community Centre Master Plan and Feasibility Study
2. approve the submission of the Pyramid Hill Community Centre Master plan and Feasibility Study to Regional Development Victoria.

CARRIED

9.15 ADVERTISEMENT OF THE 2020/21 DRAFT BUDGET**File Number:** 07/01/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Draft Budget For Year Ended 30 June 2021**RECOMMENDATION**

That Council:

1. advertise the Draft Budget in accordance with Section 129 of the Local Government Act 1989
2. adopt the proportion of rates raised within various valuation categories as follows:
 - Rural Production to have a differential rate 12% lower than the General (Residential, Commercial and Other) differential rate
3. agree that the above distribution of rates raised demonstrates fairness and equity across the municipality
4. implement a differential rate to be struck between categories of Rural Production and General as follows:
 - General (Residential, Commercial and Other) - 0.003928 Cents in the Dollar of Capital Improved Value
 - Rural Production - 0.003457 Cents in the Dollar of Capital Improved Value
5. apply a Municipal Charge of \$221 to all properties, except where an exemption has been granted for a Single Farm Enterprise under the Local Government Act 1989
6. apply a Garbage Charge of \$322 per Residential Garbage Service (140 Litre Bin) and \$437 per Commercial Garbage Service (240 Litre Bin)
7. apply a Kerbside Recycling Service Charge of \$122 per service (240 Litre Bin)
8. update the Strategic Resource Plan for the Council Plan 2017-21 with the current information contained in the Budget, in line with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 requirements
9. advertise in conjunction with the Draft Budget, the 2020/21 the Fees and Charges Schedule as per the April 2020 Council Meeting resolution
10. acknowledge that the Draft Budget was prepared during the COVID-19 pandemic and as such may change during 2020/21 to respond to COVID-19 relief and recovery efforts.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Council was presented with the 2020/21 Draft Budget at a Council Forum on 16 April 2020.

BACKGROUND

The 2020/21 Draft Budget has been prepared in draft following discussions with Councillors and senior officers.

Council has once again used the Best Practice Guide 'Model Budget' to assist with developing the budget. The Executive Summary is based on this model and has been prepared to provide an explanation of the major components of the budget.

A number of financial reports have also been developed outlining expected income and expenditure for all areas of Council in 2020/21, and comparing these to the forecast actual results for 2019/20.

The Draft Budget includes:

- the continuation of a strong cash position
- the continuation of the Community Planning program
- projects and initiatives included in Council's various strategic plans
- no new borrowings
- continuation of the use of discretionary reserves.

Council's rating increase for 2020/21 is in line with the Victorian State Government's Rate Capping Policy which has been set at 2.0% on the 2019/20 forecast budget rate income. Council has discretion over increases relating to garbage and recycling charges, and has included in the draft budget an increase of 15.0% to assist in ensuring a cost neutral position for waste collection services.

The Draft Budget was developed during COVID-19. It is acknowledged that the Draft Budget may change to respond to COVID-19 relief and recovery efforts.

ISSUES/DISCUSSION

Under Section 223 of the Local Government Act, Council must allow a 28 day timeframe for submissions to be made regarding the 2020/21 Draft Budget.

Subject to Council approval, the Draft Budget will be advertised in the Bendigo Advertiser on Saturday 2 May 2020 and, subject to availability, the Loddon Times on Tuesday 4 May 2020. Council will receive submissions until close of business on Friday 29 May 2020.

It is proposed that Council consider submissions received at the Council Forum to be held on Tuesday 9 June 2020 and formally adopt the Draft Budget at the Ordinary Meeting of Council to be held on Tuesday 23 June 2020.

COST/BENEFITS

The benefits to Council and the community are that a consultative budget process complies with the Local Government Act 1989, the budget provides a measure for accurate planning, and ensures that Council can deliver services and projects included in the document.

RISK ANALYSIS

The risk to Council of not considering and then advertising the annual budget is that it will not comply with requirements under the Local Government Act 1989.

There is also a risk that the Draft Budget may change as a result of Council's response to COVID-19 relief and recovery efforts. Submissions may be made by the public about suggested relief and recovery efforts. In addition, any significant changes to the Adopted Budget will be the subject of a report to Council in the future.

CONSULTATION AND ENGAGEMENT

The Local Government Act 1989 requires that the Draft Budget be available for public comment from a period of 28 days after Council advertisement. After the lapsing of 28 days all submissions received must be provided to Council when deliberating on the 2020/21 Budget.

RESOLUTION 2020/53

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. advertise the Draft Budget in accordance with Section 129 of the Local Government Act 1989
2. adopt the proportion of rates raised within various valuation categories as follows:
 - Rural Production to have a differential rate 12% lower than the General (Residential, Commercial and Other) differential rate
3. agree that the above distribution of rates raised demonstrates fairness and equity across the municipality
4. implement a differential rate to be struck between categories of Rural Production and General as follows:
 - General (Residential, Commercial and Other) - 0.003928 Cents in the Dollar of Capital Improved Value
 - Rural Production - 0.003457 Cents in the Dollar of Capital Improved Value
5. apply a Municipal Charge of \$221 to all properties, except where an exemption has been granted for a Single Farm Enterprise under the Local Government Act 1989
6. apply a Garbage Charge of \$322 per Residential Garbage Service (140 Litre Bin) and \$437 per Commercial Garbage Service (240 Litre Bin)
7. apply a Kerbside Recycling Service Charge of \$122 per service (240 Litre Bin)
8. update the Strategic Resource Plan for the Council Plan 2017-21 with the current information contained in the Budget, in line with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 requirements
9. advertise in conjunction with the Draft Budget, the 2020/21 the Fees and Charges Schedule as per the April 2020 Council Meeting resolution
10. acknowledge that the Draft Budget was prepared during the COVID-19 pandemic and as such may change during 2020/21 to respond to COVID-19 relief and recovery efforts.

CARRIED

10 INFORMATION REPORTS

10.1 UPDATE ON LOCAL GOVERNMENT POWER PURCHASE AGREEMENT

File Number: FOL/19/432693

Author: David Southcombe, Manager Assets and Infrastructure

Authoriser: Steven Phillips, Director Operations

Attachments: Nil

RECOMMENDATION

That Council receive and note the Update on Local Government Power Purchase Agreement report.

CONFLICT OF INTEREST

There is no conflict of interest for any council staff member involved in writing this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

Participation in the long-term Renewable Energy Purchase Power Agreement (PPA) for Local Government was discussed at the July 2019 Council Meeting. At that meeting Council approved of the participation in the tendering process of the PPA.

BACKGROUND

Council currently purchases its electricity supplies from retailer ERM for large sites and street lighting via the MAV bulk procurement contract. Electricity for small sites is purchased from retailer Origin via the MAV contract. The ERM contract ends on 31st December 2020 and the Origin contract ends on the 30th June 2020.

Electricity bills costs Council approximately \$200,000 per year. Over the past 2 years, Victorian Local Governments experienced significant price increases of 30-50% on their energy tariffs from the previous 2 year contracts. This was a result of rising wholesale energy prices. Such significant increases in energy bills create some budget uncertainty for councils trying to plan year on year.

To hedge against the uncertainty (and volatility) relating to fluctuating wholesale energy prices and to secure better prices and price certainty, councils across Victoria have come together to explore alternative procurement options, namely a Victorian Local Government Power Purchase Agreement.

Over the past year the Central Victorian Greenhouse Alliance (CVGA) has been working with other Victorian alliances of councils to investigate a long-term renewable energy PPA contract for councils. A consortium of 39 councils facilitated by the alliance and led by City of Darebin committed in October 2018 to developing a business case, which has now been completed. The MAV has since come on board as the procurement/contracting agent for the tender stage. In the CVGA region participating councils include Ballarat, Bendigo, Buloke, Central Goldfields, Gannawarra, Hepburn, Macedon Ranges, Mildura, Mount Alexander and the Pyrenees.

ISSUES/DISCUSSION

By late last year it was becoming apparent that the PPA project would not meet the original timeline for the project to allow the supply of electricity to the consortium of councils beginning July 2020. This was confirmed in early February 2020 when Council received correspondence from the CEO of Darebin City Council regarding the project. It was communicated that Maddocks (consultant) has been engaged to review the project work currently undertaken and to conduct a risk analysis of the planned process which will most likely lead to changes in the project

governance and contractual arrangement and procedural steps. This will delay the project with supply of electricity from the PPA not expected to be available until July 2021.

Council officers have been in discussion with the CVGA and MAV regarding alternative power supply options and have committed to the MAV's Trans-Tasman Energy Group (TTEG) procurement process for a two year supply at all sites. Current market conditions have seen a significant drop in wholesale prices for electricity. The MAV procurement process is expected to deliver a cost saving of 25% at current market prices when compared to Council's current contract.

COST/BENEFITS

Current market rates suggest that Council will be able to save 25% of electricity costs with a new electricity supply contract.

RISK ANALYSIS

There is low risk engaging in the MAV's electricity procurement process. This is the same tender process that Council previously committed to for electricity supply and the contract has been delivered successfully. A further two year supply through this MAV process will mitigate risk associated with potential further delays to the PPA project. Council officers have confirmed that Council is able to switch to electricity supply through the PPA project once the MAV contract is finished. Prior to committing to the PPA project a review will be undertaken to ensure it provides the best value to Council.

CONSULTATION AND ENGAGEMENT

The CVGA and MAV have been consulted during the PPA process and to discuss the MAV tender.

RESOLUTION 2020/54

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council receive and note the Update on Local Government Power Purchase Agreement report.

CARRIED

11 COMPLIANCE REPORTS**11.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
WEDDERBURN COMMUNITY CENTRE****File Number:** 02/01/036**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Wedderburn Community Centre Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members are involved in the subject matter of the report but have not been involved in the preparation of the report.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Wedderburn Community Centre Committee of Management on 28 May 2019.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Wedderburn Community Centre is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Organisation
Jacko Schanks	Community member
Pat Lee-Saunders (Vice President)	Community member
Richard Stephenson	Community member
Jess Pisevski (Treasurer)	Inglewood & Districts Health Service
Tracey Wilson	Inglewood & Districts Health Service
Amy Holmes	Loddon Shire Council Community Wellbeing
Brooke Arnold	Loddon Shire Council Community Wellbeing
Robyn Vella (Secretary)	Loddon Shire Council Tourism
Shelby Hutchinson	Loddon Shire Council Tourism
Jon Chandler	Wedderburn Community House
Marg Van Veen (President)	Wedderburn Community House

The Council representative for this committee is Cr Gavan Holt.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

RESOLUTION 2020/55

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council appoints the persons named in this report as members of the Wedderburn Community Centre Section 86 committee of management, effective immediately.

CARRIED

12 GENERAL BUSINESS

Nil

13 CONFIDENTIAL ITEMS**RESOLUTION 2020/56**

Moved: Cr Geoff Curnow
Seconded: Cr Neil Beattie

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

13.1 Review of confidential actions

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

13.2 Appointment of Audit Committee member

This matter is considered to be confidential under Section 89(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters.

13.3 Contract 435: Supply of Banking and Bill Payment Services

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

13.4 C476 - Kiniry Street, Boort - Drainage

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

CARRIED

13.1 REVIEW OF CONFIDENTIAL ACTIONS**RESOLUTION 2020/57**

Moved: Cr Geoff Curnow
Seconded: Cr Neil Beattie

That Council receive and note the action sheet.

CARRIED

13.2 APPOINTMENT OF AUDIT COMMITTEE MEMBER**RESOLUTION 2020/58**

Moved: Cr Gavan Holt
Seconded: Cr Neil Beattie

That Council appoint Rod Baker to the Audit Committee for the period 1 May 2020 to 30 April 2024.

CARRIED

13.3 CONTRACT 435: SUPPLY OF BANKING AND BILL PAYMENT SERVICES**RESOLUTION 2020/59**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council signs and affixes the Loddon Shire Council common seal to the Overdraft Facility Agreement provided by the Westpac Banking Corporation.

CARRIED

13.4 C476 - KINIRY STREET, BOORT - DRAINAGE**RESOLUTION 2020/60**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council:

1. award Contract 476 – Kiniry Street Drainage to S + R Engineering and Construction Pty Ltd
and
2. authorise the Chief Executive Officer to sign and affix the common seal of Council to the contract documents.

CARRIED

NEXT MEETING

The next Ordinary Meeting of Council will be held on 26 May 2020 commencing at 3pm.

There being no further business the meeting was closed at 3.24pm.

Confirmed this.....day of..... 2020

.....

CHAIRPERSON